



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO P1640.11
CSO/ml
27 Dec 1985

ANEXO E

BASE ORDER P1640.11

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for Correctional Custody

Ref: (a) Public Law 87 - 648 (Notal)
(b) UCMJ
(c) SECNAVINST 1640.7C
(d) MCO 1626.5B

Encl: (1) Locator sheet

Reports Required: I. Individuals Restrained and Released Daily
(Report Symbol CSO - 1640-5) Para 2003.2
II. Restrainee Weekly Status Report
(Report Symbol CSO - 1640-6) Para 2003.2

1. Purpose. To publish the policies and procedures for the restraint, administration, and release of individuals awarded Correctional Custody.

2. Background

a. Reference (a) revised Article 15 of reference (b) and authorized Correctional Custody as a punitive measure.

b. Reference (c) outlines the Secretary of the Navy's policy in regard to Correctional Custody.

c. Reference (d) outlines the Marine Corps' policy and guidance for the administration of Correctional Custody.

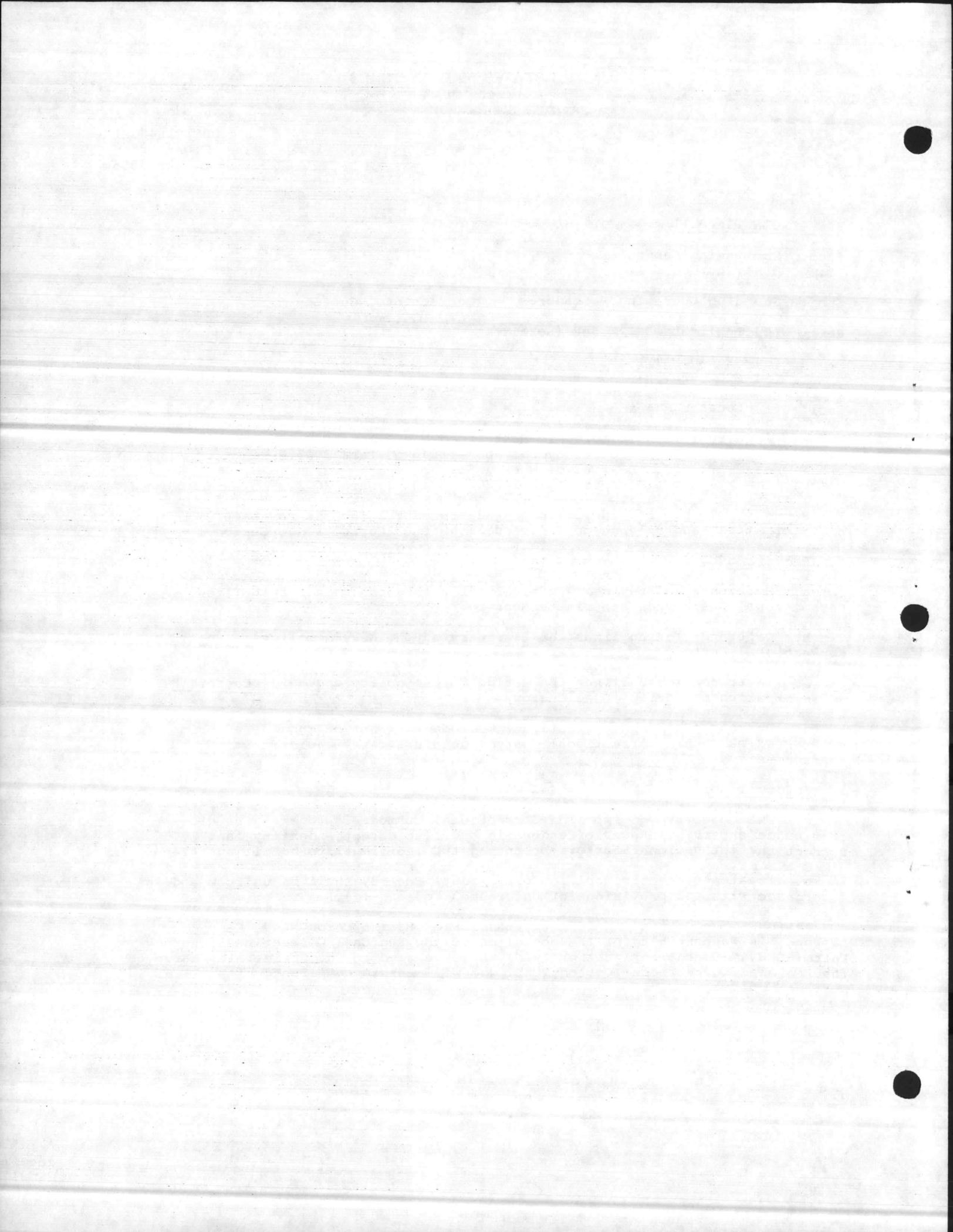
d. Persons placed in Correctional Custody will not be considered prisoners or treated as such. Correctional Custody does not carry the same stigma as confinement.

3. Information

a. The objective of imposing Correctional Custody is to exercise close and continuous supervision over offenders in order to detect, identify, and correct the motivational factors prompting the individual to commit an offense.

b. Treatment of personnel in Correctional Custody shall be uniform and in accordance with the provisions of references (c) and (d).

4. Action. The Commanding Officer, Base Brig, Marine Corps Base, Camp Lejeune, is responsible for the operation of the Regional Correctional Custody Unit (RCCU). Operational authority may be delegated to the Officer-in-Charge of the Regional Correctional Custody Unit who will ensure compliance with all pertinent directives.



STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

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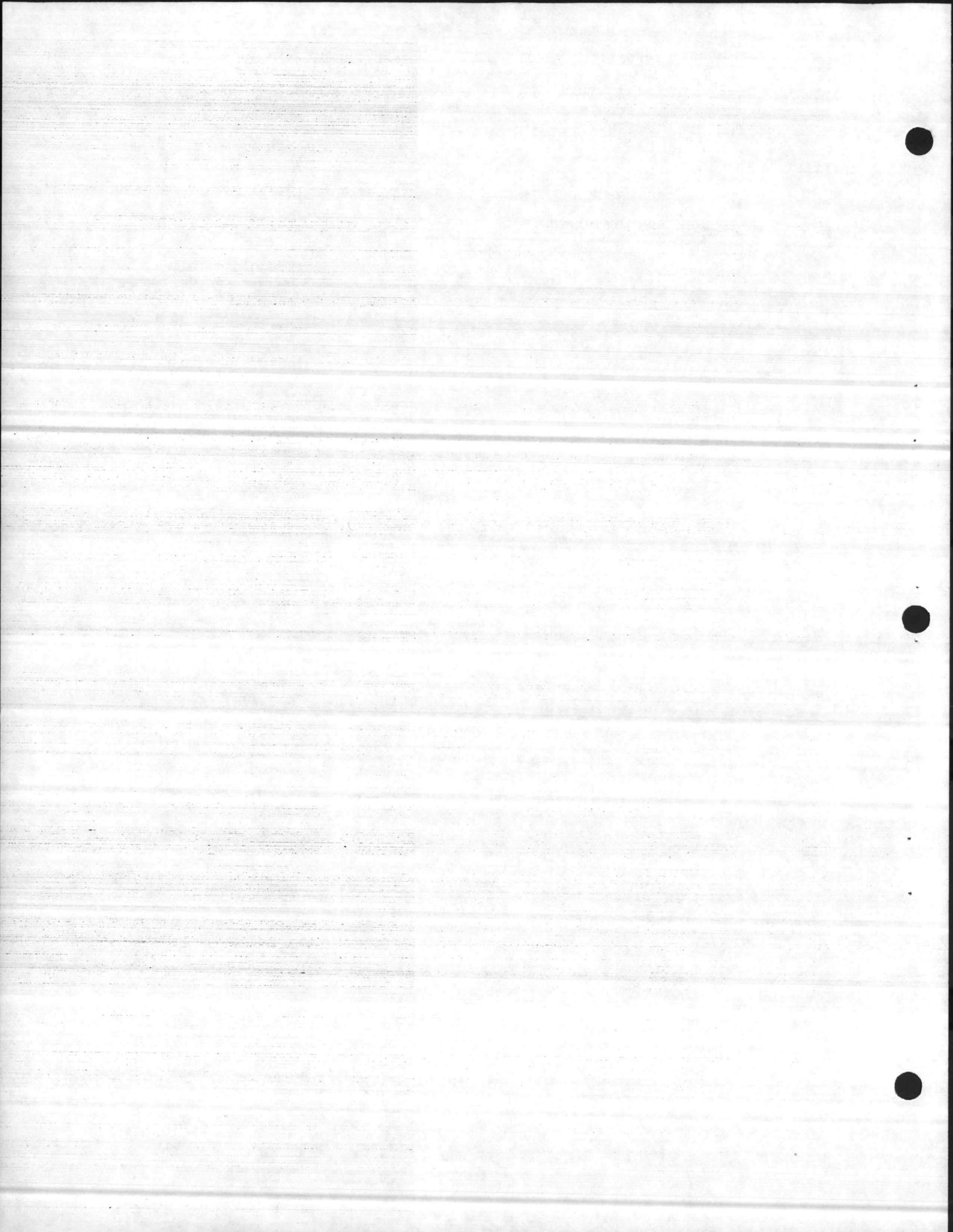
RESTRAINT

2

ADMINISTRATION

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RELEASE FROM CORRECTIONAL CUSTODY

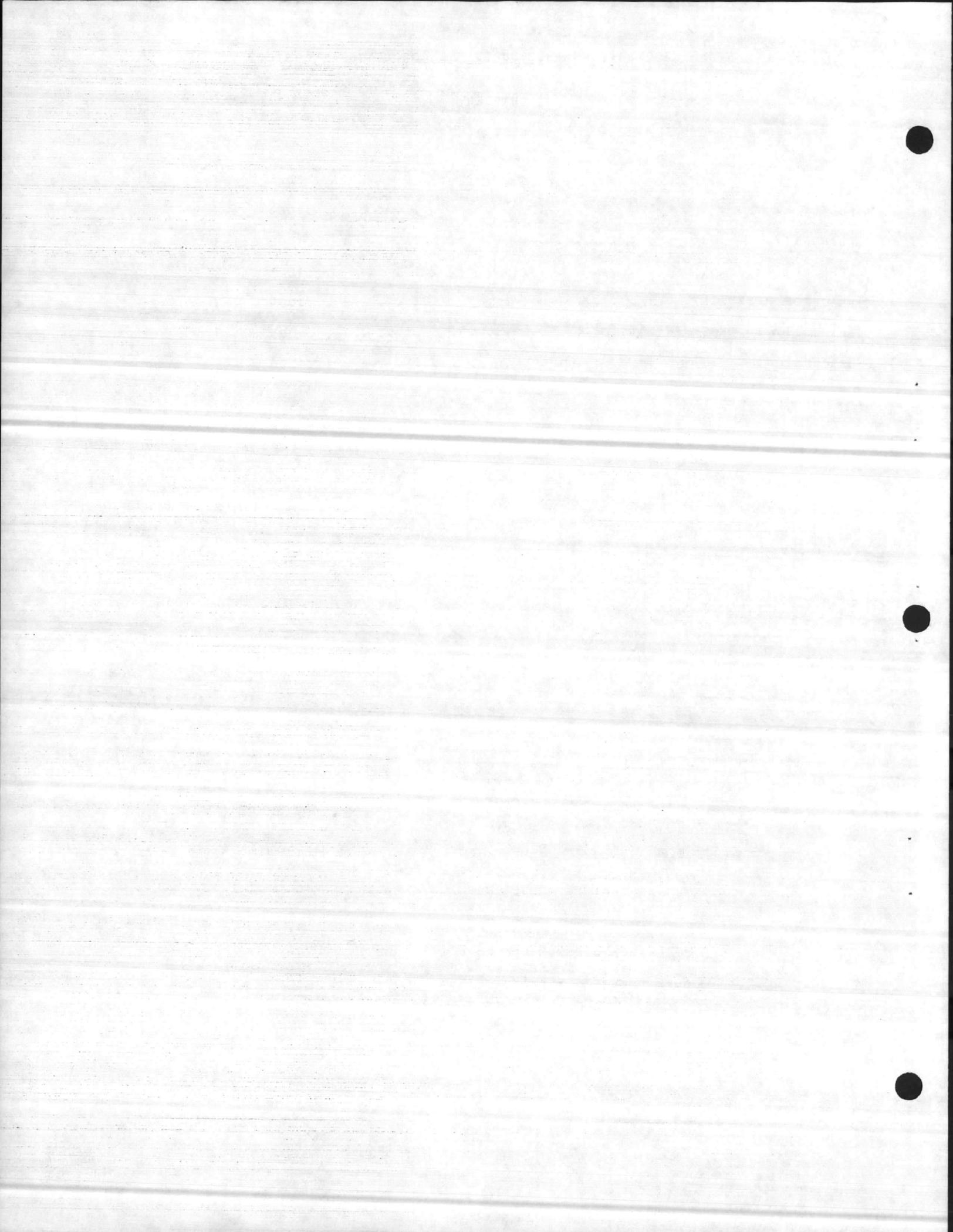


STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

CHAPTER 1

RESTRAINT

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STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

CHAPTER 1

RESTRAINT

1001. POLICY. It is the policy of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina, that treatment of personnel awarded Correctional Custody be uniform and in accordance with references (b), (c) and (d).

1002. AUTHORITY. The Commanding General is designated by the Commandant of the Marine Corps to administer Correctional Custody in accordance with references (c) and (d).

1003. APPLICABILITY. The regulations and procedures set forth in this Order govern the restraint, administration and release of awardees in the Regional Correctional Custody Unit, Marine Corps Base, Camp Lejeune, North Carolina. This Order is applicable to all officers possessing NJP authority and to the Officer-in-Charge, Regional Correctional Custody Unit, Marine Corps Base, Camp Lejeune.

1004. PLACE OF RESTRAINT. The Commandant of the Marine Corps has designated Marine Corps Base, Camp Lejeune, North Carolina, as the East Coast Regional Correctional Custody Unit.

1. The Correctional Custody Unit (Bldg. RR5), Marine Corps Base, Camp Lejeune, North Carolina, is an authorized place of restraint for all male personnel in paygrade E-1 and below.

2. Restraint of women in the Correctional Custody Unit is not authorized.

3. The Correctional Custody Unit will be posted as a restricted area.

1005. AUTHORITY TO RESTRAIN. Authority to impose Correctional Custody as punishment is contained in reference (b).

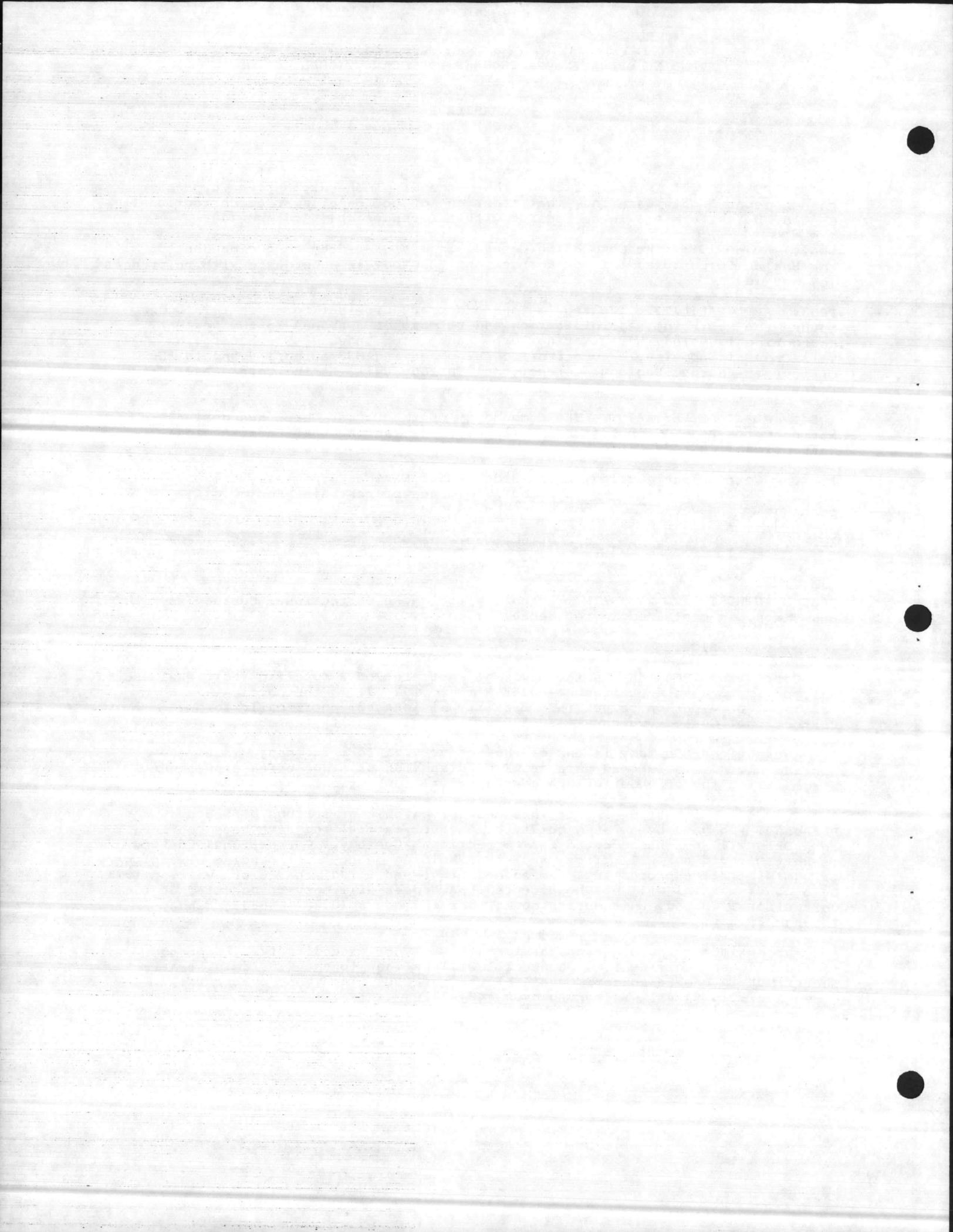
1006. DISCUSSION

1. Correctional Custody is the physical restraint of a specific individual and may only be imposed as a punishment under ARTICLE 15. It is the physical restraint of a person served in a facility designated specifically for Correctional Custody which will not have special security features.

2. Correctional Custody is one of the most severe forms of nonjudicial punishment. It is imposed as a means of disposing of minor offenses without stigmatizing the offender with a court-martial conviction.

3. Correctional Custody is not intended for chronic or serious offenders. Personnel who have been found guilty by a court-martial and have been confined in a Brig will not be accepted for Correctional Custody. Correctional Custody is not intended nor will it be used as a "holding agency" for pending disciplinary or administrative processing. Personnel processed for discharge or awaiting trial by a court-martial will not be accepted. Awardees will only be accepted at the Correctional Custody Unit during normal working hours (0730 - 1630), Monday through Friday.

4. The maximum allowable awardee strength will not exceed forty. Prior to restraining an individual, a phone call will be made to the CCU Administrative Supervisor to ensure space is available at the CCU. The phone number is: commercial, (919) 451-7144 or Autovon, 484-7110.



STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

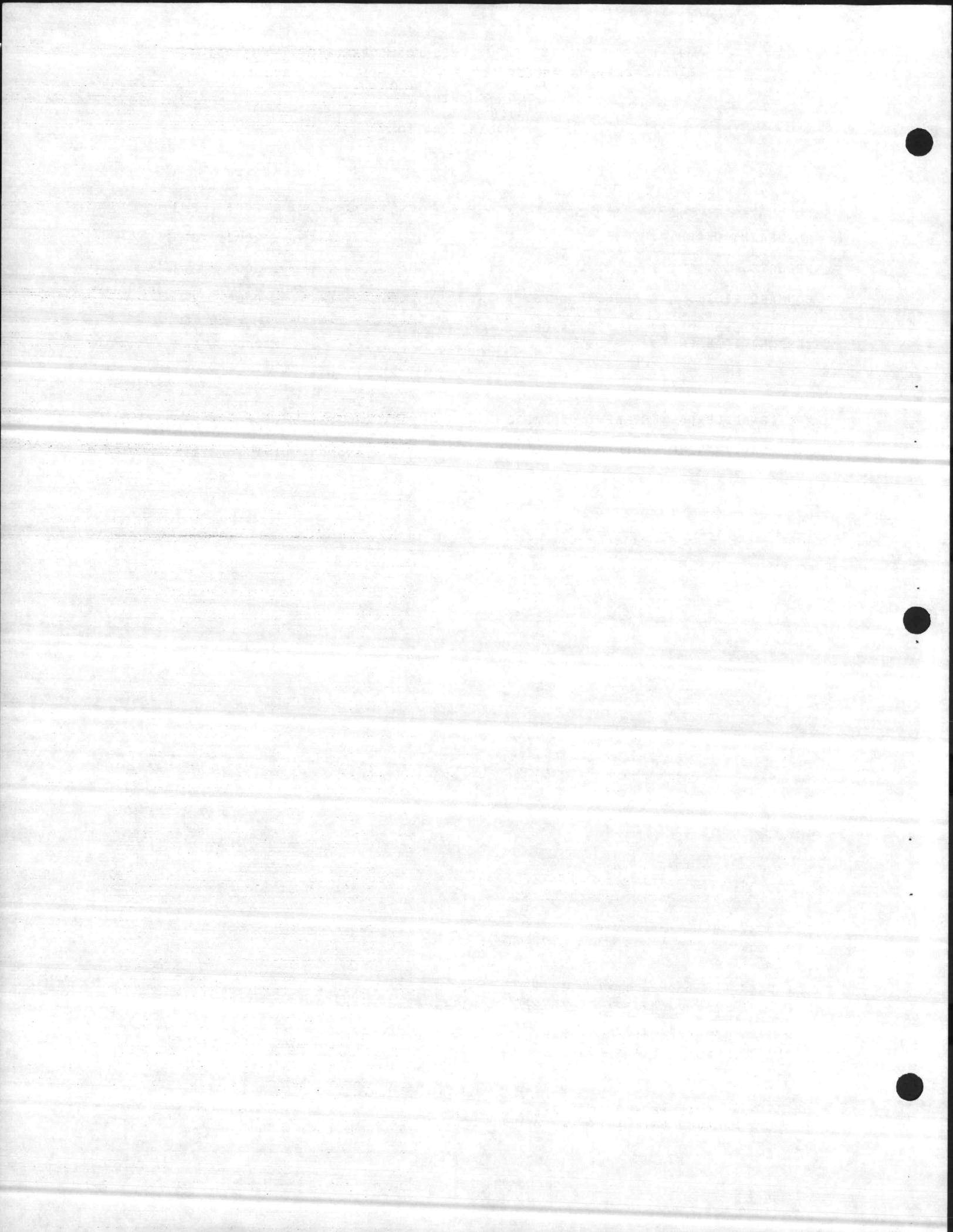
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STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

CHAPTER 2

ADMINISTRATION

2001. GENERAL. An individual will not be accepted for restraint upon verbal request or order. A properly executed restraint order must accompany the individual.

2002. RESTRAINT ORDER

1. An original and one copy of the restraint order is required.

a. The original will be retained by the OIC, Correctional Custody Unit.

b. A copy will be returned to the unit as endorsement or receipt for the awardee.

2. Restraint orders must be complete and accurate. As a minimum:

a. The restraint order will show the individual's full name, social security number, rate/grade, branch of service, organization, phone number(s), and the date of imposition (See figure 2-1).

* b. The restraint order must be signed by the officer imposing the punishment.

3. The imposition of Correctional Custody takes effect when imposed, except in the following cases:

~~Commanding officers and officers-in-charge may, when adequate medical attention is not available, defer the execution of the restraint order if the individual has refused to be medically examined by the Correctional Custody Unit. The execution of the restraint order for a reasonable time shall not exceed fifteen days after the date of the medical examination.~~

b. If Correctional Custody is deferred or suspended, the deferment date and the date the deferment was terminated or the suspension date must be indicated on the restraint order.

c. Pre-restraint physicals must be signed by a medical officer indicating fitness for restraint. An individual will not be accepted into Correctional Custody if he is in a light duty or limited duty status. The examining medical personnel must pay special attention and accurately describe and record the presence/absence of any lacerations, abrasions, contusions, hematomas, or other unusual marks and indicate them clearly on both the restraint order and the Chronological Record of Medical Care (SF 600).

d. The health and dental records of each prospective awardee must accompany the individual to the Correctional Custody Unit at the time of restraint. Units desiring to restrain individuals without permanent records must prepare a temporary health/dental record.

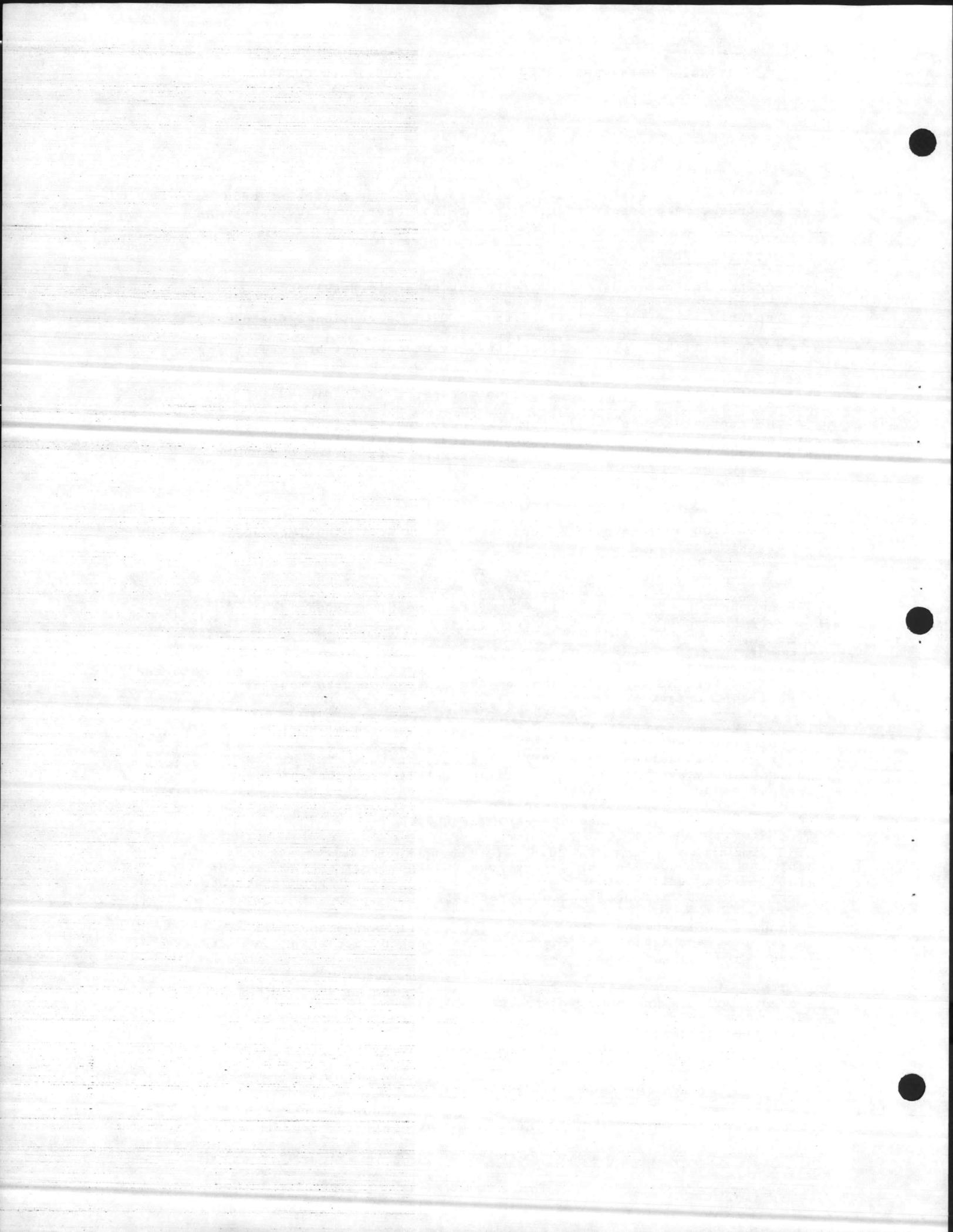
4. Commanding officers and officers-in-charge will ensure that all required clothing, money, and health and comfort items are provided prior to restraint (See figure 2-2).

a. Items other than those listed in figure 2-2, will be returned to the parent organization. No more than \$25.00 will be accepted.

b. If the awardee does not have the required clothing/health and comfort items, he will not be accepted.

2003. REPORTS

1. Commanding officers and officers-in-charge will keep the Officer-in-Charge, Correctional Custody Unit informed of the current status of each restrained



member of their command. Change of status reports will be in writing and may be either in letter format or reported on a new restraint order. Change of status reports will be required in the following instance: immediately following NJP or appellate hearings, a report will be delivered by the unit escort returning the awardee to the Correctional Custody Unit.

2. Daily and weekly reports on awardees in Correctional Custody will be included in the Brig's daily and weekly report.

2004. COMMAND VISITS AND REQUIREMENTS

1. Weekly. A command representative will visit each awardee at least weekly. The purpose of this visit will be to inform the awardee of his status; e.g., pay and allowances, commanding officer's clemency, etc. The officer who awarded the punishment is encouraged to visit the awardee at least once during his restraint. In order to increase awardee utilization and administrative efficiency, command visits will be accomplished each Friday between 0800 and 1130, except on holidays.

2. Request Mast. Commanding officers and officers-in-charge are encouraged to conduct request masts at the Correctional Custody Unit at prescheduled times.

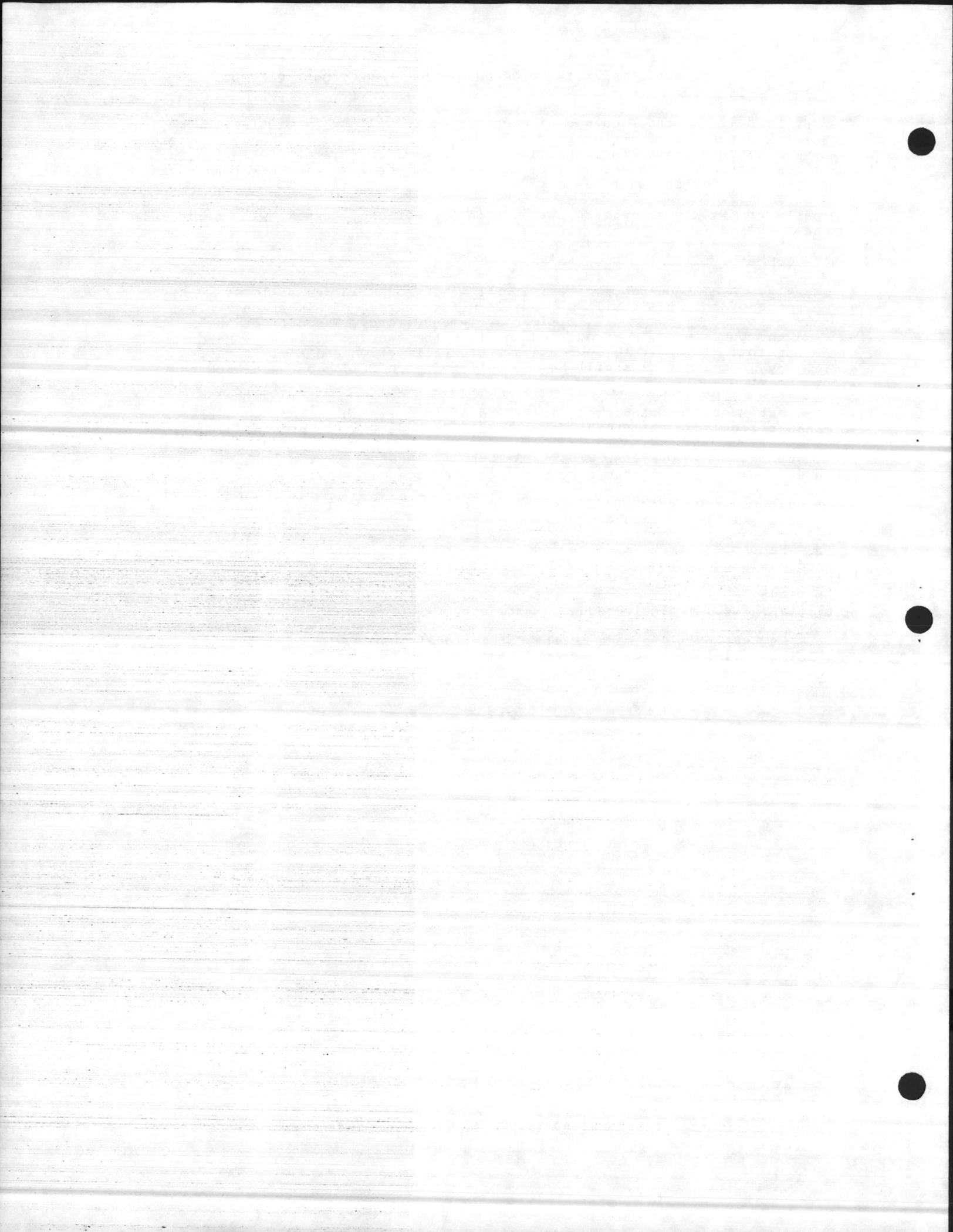
2005. HOLD-INS FOR OFFICIAL VISITS OR TEMPORARY ABSENCES. The following procedures will be used when circumstances preclude normal visits:

1. A unit must request a "Hold-In" to ensure the availability of an awardee for an official visit or temporary absence.

a. Requests must be made by 1500 on the work day prior to the day of the planned visit or absence.

b. Availability of awardees for various appointments will be based upon priorities; i.e., medical, request mast, etc.

c. Requests will be made to the Correctional Custody Administration Section; commercial, (919) 451-7144 or Autovon, 484-7110.



STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

CONFINEMENT ORDER

NAVPERS 1640/4 (Rev. 7-82) S/N 0106-LF-016-4023

NAME (Last, first, middle)	SSN	RATE/GRADE	BRANCH SER
SHIP OR ORGANIZATION		DATE	

STATUS

DETAINED (Alleged violation of UCMJ Articles) "I have been informed that I am being confined for the above alleged offense(s)" Date _____ Signature of accused _____ Date _____ Signature of witness _____	CONFINED AS RESULT OF <input type="checkbox"/> NJP <input type="checkbox"/> SCM <input type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION																	
	CHARGES AND SPECIFICATION CONVICTED OF SENTENCE ADJUDGED: _____ DATE _____																	
	IF SENTENCE DEFERRED, DATE DEFERMENT TERMINATED: _____																	
	<table border="1"> <tr> <th>SENTENCE APPROVED</th> <th>APPROVED BY</th> <th>DATE</th> </tr> <tr> <td> </td> <td>CA</td> <td> </td> </tr> <tr> <td> </td> <td>SA</td> <td> </td> </tr> <tr> <td> </td> <td>NCMR</td> <td> </td> </tr> <tr> <td> </td> <td>COMA</td> <td> </td> </tr> <tr> <td> </td> <td>OTHER</td> <td> </td> </tr> </table>	SENTENCE APPROVED	APPROVED BY	DATE		CA			SA			NCMR			COMA			OTHER
SENTENCE APPROVED	APPROVED BY	DATE																
	CA																	
	SA																	
	NCMR																	
	COMA																	
	OTHER																	

PRE-TRIAL CONFINEMENT NECESSARY-

- TO ENSURE THE PRESENCE OF THE ACCUSED AT THE TRIAL BECAUSE OF THE SERIOUSNESS OF THE OFFENSE CHARGED

CONFINEMENT DIRECTED AT		TYPED NAME/RANK/TITLE
HOUR	DATE	SIGNATURE

MEDICAL CERTIFICATE

The above named individual was examined by me at _____ (HOUR) on _____ (DATE) and found to be

fit unfit for confinement. The following irregularities were noted during the examination; (if none, so state):

I certify that from an examination of _____ Name _____ Rate _____ SSN _____ and of the place where he/she is to be confined, I am of the opinion that the execution of the foregoing sentence to confinement on (bread and water) (diminished rations) will not produce serious injury to his/her health.

TYPED NAME/RANK/TITLE	SIGNATURE
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RECEIPT FOR PRISONER

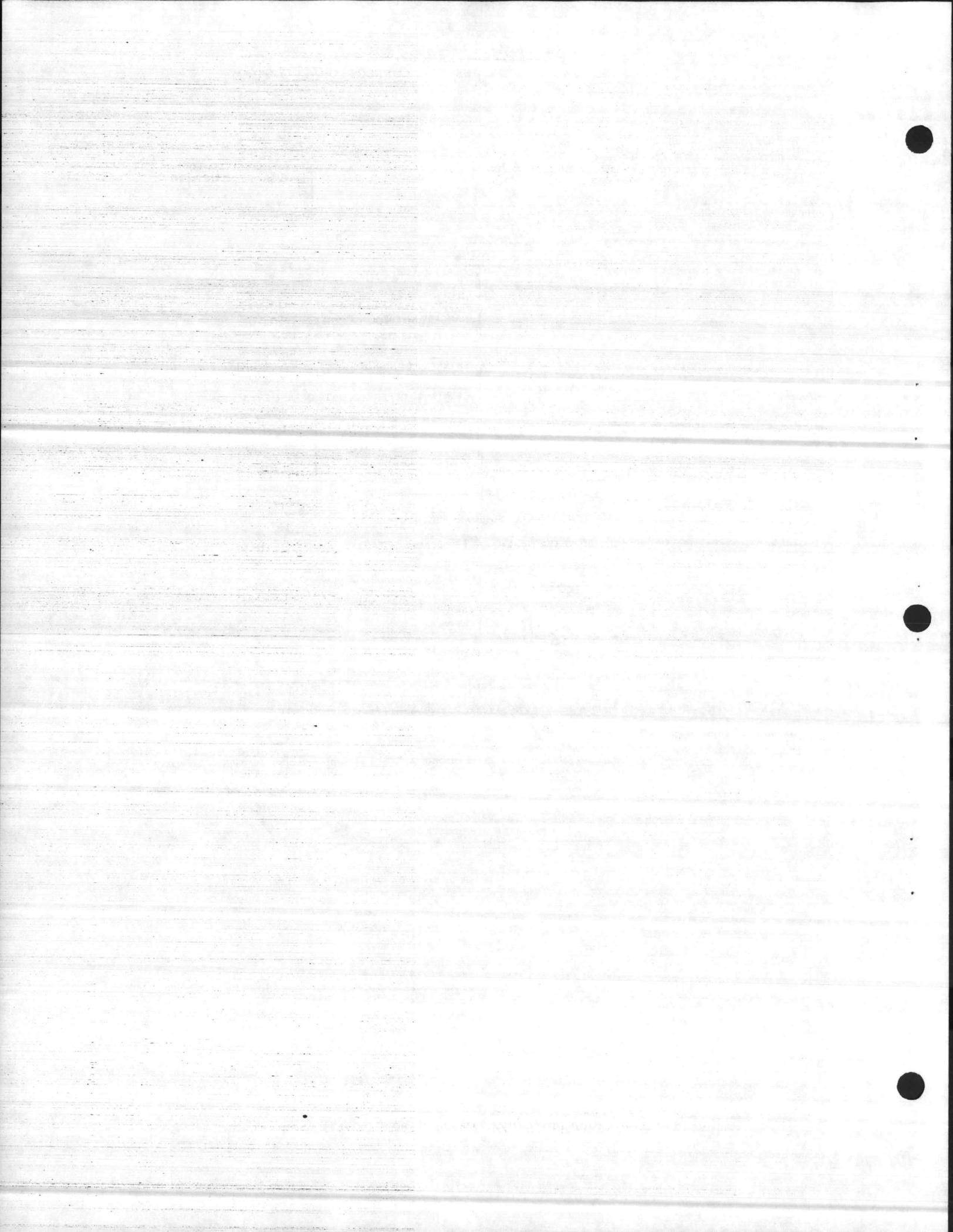
The above named individual was received at _____ (NAME OF BRIG/CORRECTIONAL FACILITY)

at _____ (HOUR) on _____ (DATE)

TYPED NAME/RANK/TITLE	SIGNATURE
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U.S. Government Printing Office: 1983-806-010/8896 2-1

Figure 2-1.--(NAVPERS 1640/4 (Rev. 7-82) Confinement Order.



STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

NAVY/MARINE CLOTHING, HEALTH & COMFORT REQUIREMENTS

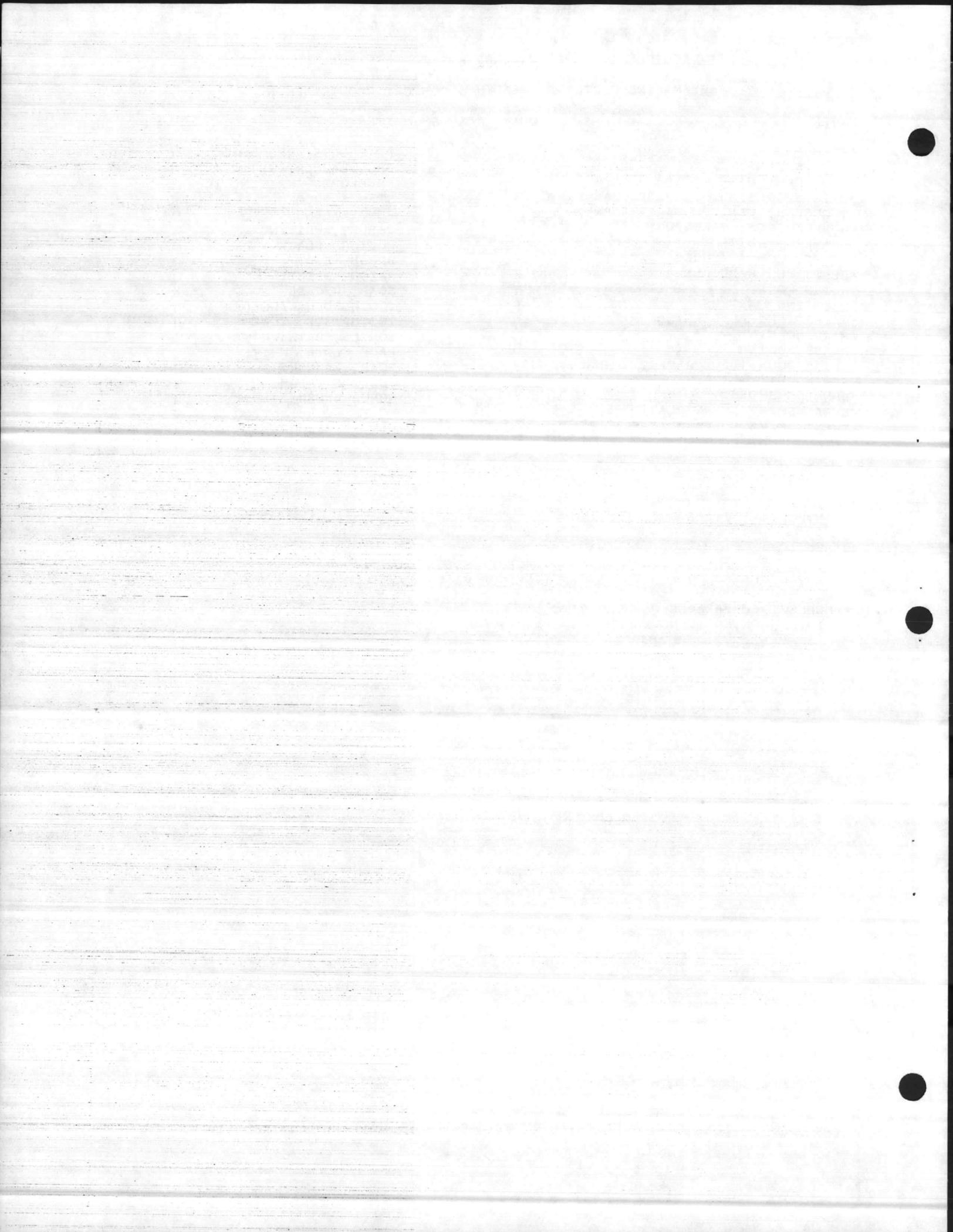
ITEM	QUAN	HAS	SH	ITEM	QUAN	HAS	SH
GLOVES	1	---	---	PT SHORTS, RED	1	---	---
BAG, DUFFLE	1	---	---	BAG, LAUNDRY WHITE	1	---	---
*CAP, CAMI/HAT, WHITE	2	---	---	ENVELOPES, WRITING (box)	1	---	---
*SHIRT, CAMI/SHIRT, BLUE CHAMBRAY	3	---	---	STAMPS, BOOK	1	---	---
*TROUSERS, CAMI/DUNGAREE, DENIM	3	---	---	PENCIL/PEN	1	---	---
UNDERSHIRTS, GREEN/WHITE	6	---	---	TABLET, WRITING	1	---	---
DRAWERS, WHITE	6	---	---	POLISH, BLACK	1	---	---
*BOOTS, COMBAT/SHOES, SAFETY	2	---	---	BRUSH, BOOT	1	---	---
*BELT, WEB W/BUCKLE	2	---	---	RAZOR, SAFETY	1	---	---
*SOCKS WORK	4	---	---	SOAP, W/CASE	1	---	---
BLOUSING GARTERS	1 pr	---	---	TOOTHBRUSH W/HOLDER	1	---	---
*JACKET, FIELD WORKING **	1	---	---	TOOTHPASTE, TUBE	1	---	---
MARKING KIT	1	---	---	TOWELS, BATH WHITE	2	---	---
BRASS POLISH	1	---	---	FACE CLOTH, WHITE	2	---	---
*GUIDE BOOK (BLUE JACKET MANUAL)	1	---	---	SOAP, LAUNDRY BOX	1	---	---
SEWING KIT	1	---	---	SHAVING CREAM	1	---	---
RUNNING SHOES	1	---	---	SCRUB BRUSH	1	---	---
SWEAT SHIRT, GRAY PLAIN	1	---	---	LOCKS, COMBINATION	2	---	---
TWENTY FIVE DOLLARS (CASH)	-	---	---	DENTAL RECORD	1	---	---
SHOWER SHOES	1	---	---	MEDICAL RECORD	1	---	---
* WHITE SOCKS	1	---	---				

UNAUTHORIZED ITEMS

- | | |
|-----------------|-----------------------------|
| WALLET | WATCHES |
| ID CARDS | RINGS (EXCEPT WEDDING BAND) |
| PERSONAL CHECKS | OTHER ITEMS OF VALUE |

- *REFLECT COMPARABLE USN CLOTHING
- **WINTER MONTHS (1 NOVEMBER - 31 MARCH)

Figure 2-2 --Navy/Marine Clothing, Health and Comfort Requirements



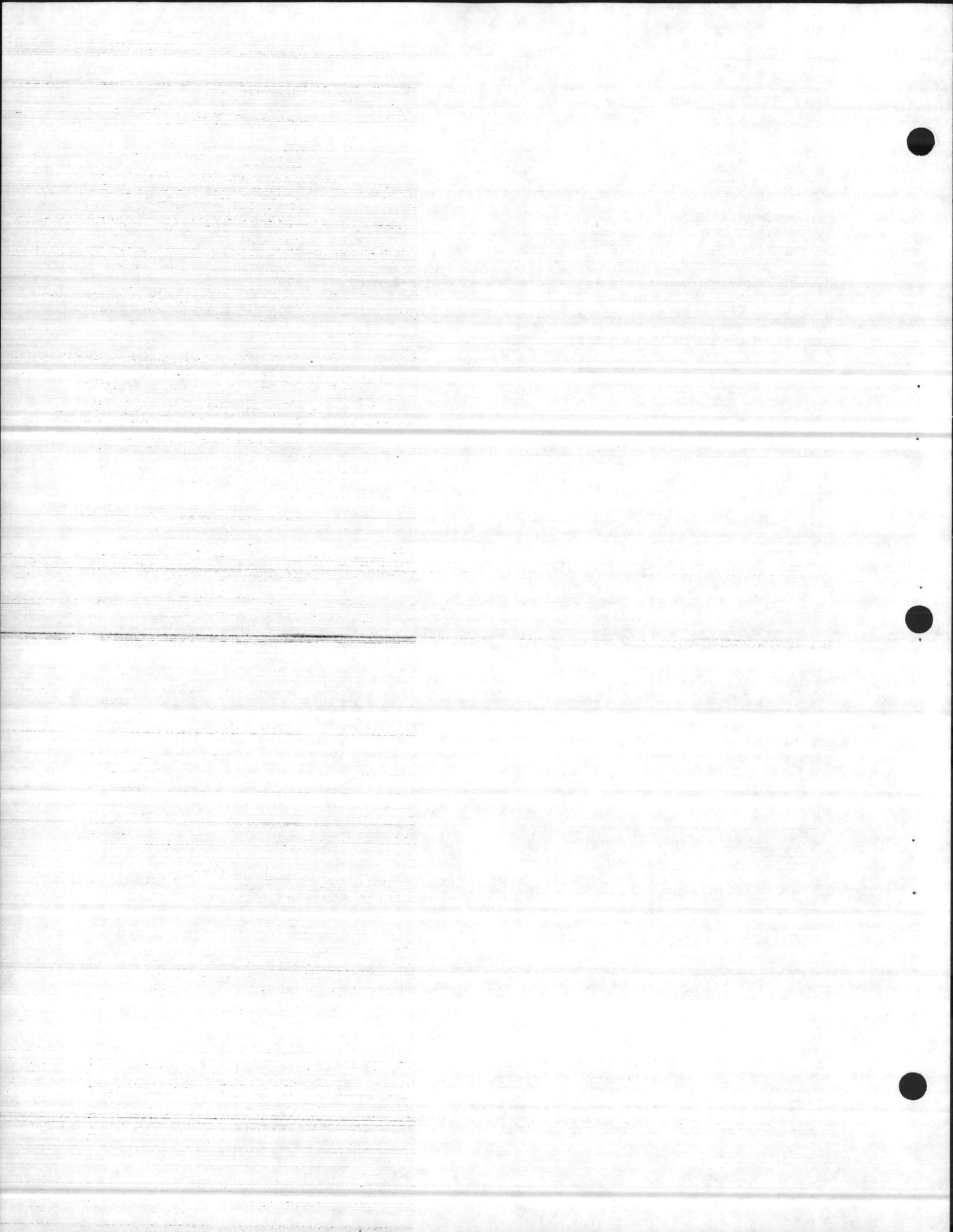
CHAPTER 3

RELEASE FROM CORRECTIONAL CUSTODY

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3-1 EXAMPLE OF DD 3673-5
3-2 EXAMPLE OF DD 6293-6



STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

CHAPTER 3

RELEASE FROM RESTRAINT

3001. GENERAL. Commanding officers and officers-in-charge cannot release an awardee prior to the normal release date without remitting, deferring or suspending the remaining portion of the sentence. The OIC of the Correctional Custody Unit is the proper authority to effect the release of personnel from restraint; therefore, officers requesting release of an individual must present a valid written request citing the specific reason for release. Certified legal documents (deferment, remission, or suspension of sentence) must also accompany a release order.

3002. PERMANENT RELEASE. The OIC of the Correctional Custody Unit will effect permanent release of an awardee upon:

1. Expiration of sentence. To facilitate administration, an awardee whose release date falls on a Saturday, Sunday, or holiday shall have all necessary administrative procedures completed by the working day immediately preceding the release date. However, the release will be effected on the actual date of completion of restraint. When an awardee is to be released on a weekend or holiday, his parent command will be notified the week prior to the awardee's release. A permanent release order will be signed by the OIC (CCU) (See Figure 3-1).

2. The Commanding Officer of the Brig is authorized to terminate the Correctional Custody of any awardee who has become disruptive and a disciplinary problem. These types of actions adversely affect other awardees and deter them from gaining maximum benefit from the objectives of Correctional Custody. These type actions shall terminate the Correctional Custody of an individual and result in permanent release.

3003. TEMPORARY ABSENCE

1. Request for temporary absence will normally be signed by the Commanding officer, officer-in-charge, executive officer, or legal officer of the parent unit. Any staff member under the Command/Staff cognizance of the Commanding Officer/OIC may initiate a valid request for temporary absence (See Figure 3-2).

2. Valid reasons for temporary absence include:

- a. Request Mast
- b. Medical or dental appointments

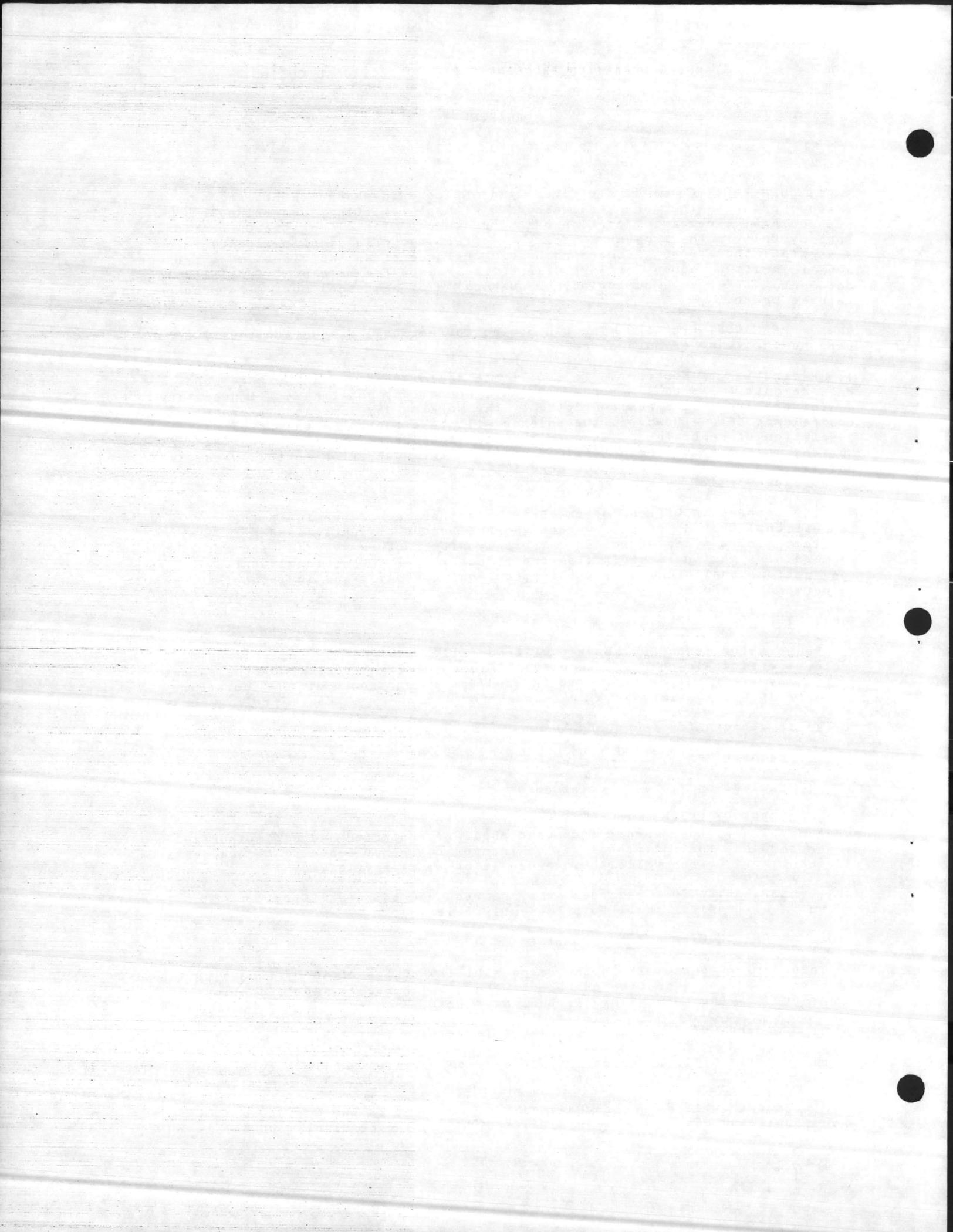
3004. EMERGENCY LEAVE. In the event of a situation that warrants emergency leave, the awardee's command shall be contacted and, if authorized by the command, the individual may be granted emergency leave. The awardee's time continues to run while the awardee is on emergency leave.

3005. HOSPITALIZATION. Awardees who are required to be admitted to the Naval Hospital shall be permanently released.

3006. ESCORT REQUIREMENT FOR RELEASE

1. Temporary Absence. It is the responsibility of the officer requesting the temporary absence to provide an escort with a valid escort identification card issued by the Commanding Officer, Base Brig.

- a. Awardees will not be transported in private vehicles.
- b. Escorts will not be permitted to drive a vehicle while escorting an individual, except for permanent releases.
- c. Escorts will ensure each awardee is returned to the Correctional Custody Unit and ensure the awardee(s) are fed during regularly scheduled



meal hours. Units will be responsible for feeding awardees prior to their return.

d. Temporary absence will not normally be granted during the first twenty-four hours of restraint.

e. One escort is required for every one to five awardees. The driver of a vehicle carrying awardees will not be considered an escort.

2. Permanent Release. Escorts are not required for awardees being released for the following reasons:

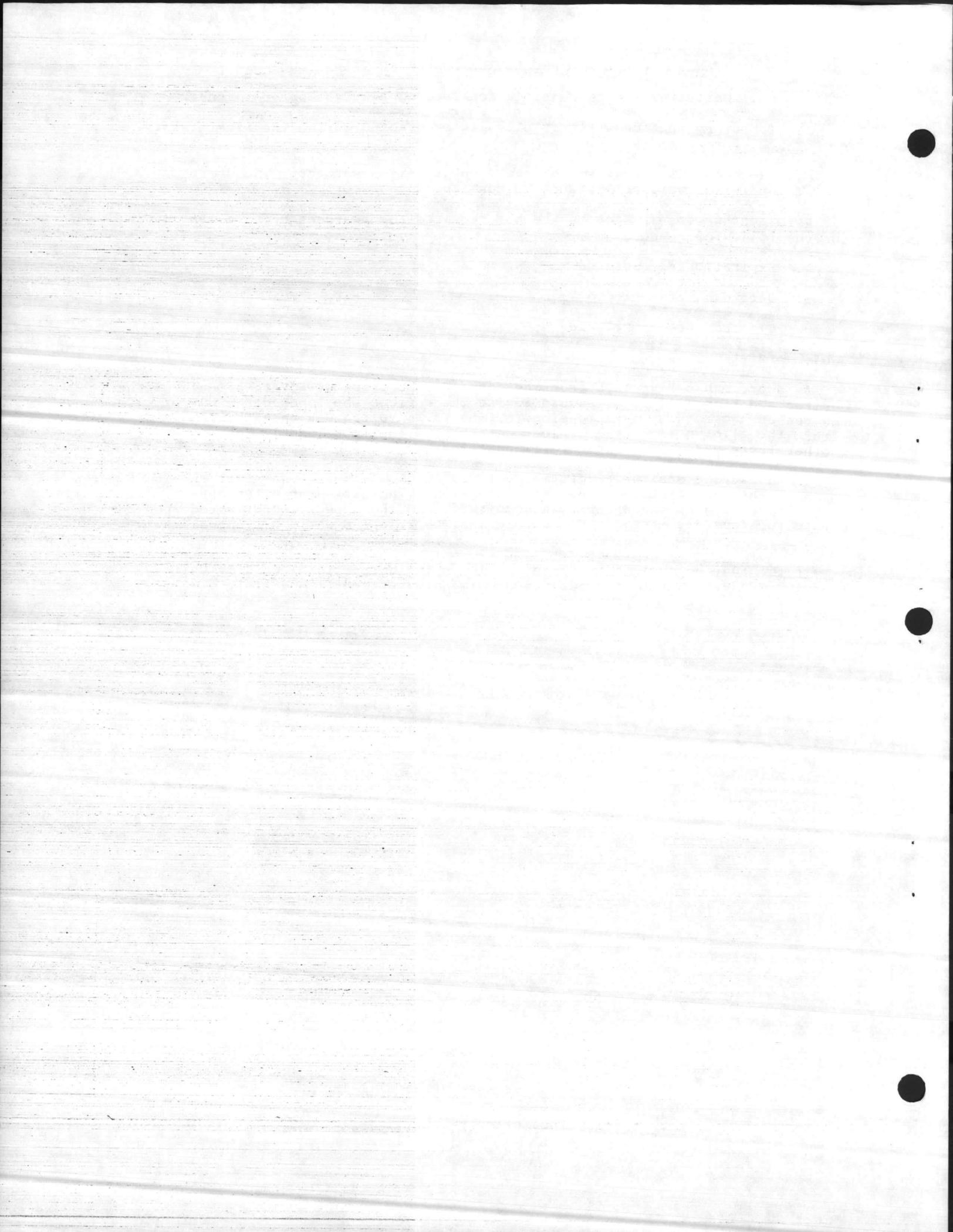
- a. Expiration of sentence
- b. Deferment of sentence
- c. Clemency action release

3007. APPEAL

1. An awardee has five days from the date of imposition of NJP to appeal. If he desires additional time, he should advise the officer who imposed the NJP of the reason and request an extension. If he fails to request an extension within the allotted time, the officer determining the appeal shall determine whether there was good cause for filing a late appeal.

2. If an awardee desires a deferment of restraint, he must request it in his appeal. The restraint continues unless action is not taken upon the appeal within five days of the date it is submitted. If the appeal is not acted upon within the five day period, the awardee must be released until his appeal is decided.

3. If the awardee decides to appeal while in the Correctional Custody Unit, the OIC (CC) will notify the awardee's Commanding Officer immediately.

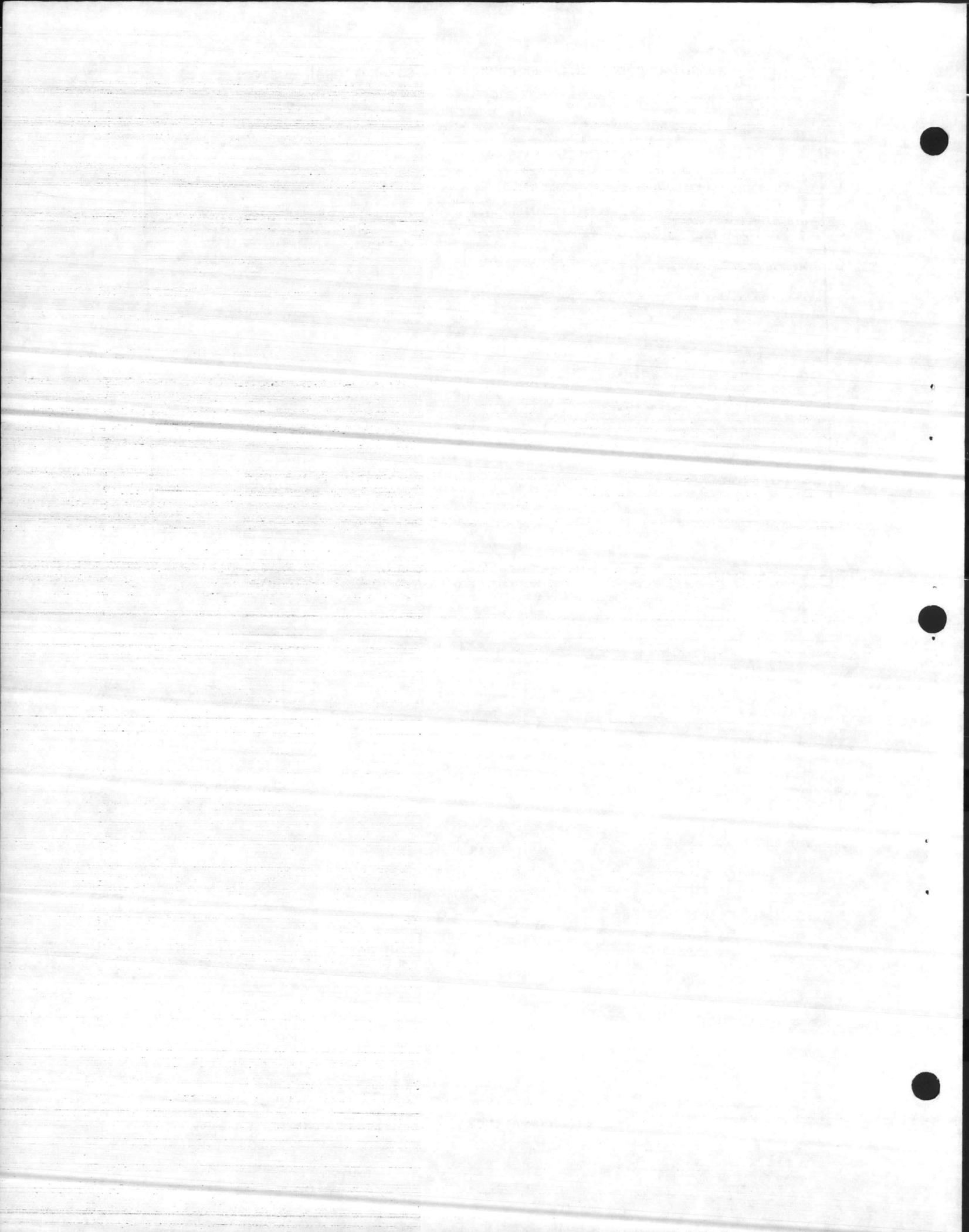


STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

PRISONER'S RELEASE ORDER		DATE
TO: Confinement or Brig Officer		INSTALLATION
THE PRISONER NAMED BELOW WILL BE RELEASED FROM CONFINEMENT _____ AND DELIVERED TO _____		
THE ORGANIZATION SHOWN		DATE
LAST NAME - FIRST NAME - MIDDLE INITIAL (Printed or typed)		SOCIAL SECURITY NUMBER
		GRADE/RANK
DEPARTMENT OF MILITARY SERVICE ORGANIZATION		
REASON FOR RELEASE		
FOR THE COMMANDER		
AUTHENTICATING OFFICER (Printed or typed)		SIGNATURE
GRADE/RANK, ORGANIZATION, AND TITLE		
RECEIPT		
RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED		DATE
		TIME
NAME, GRADE/RANK, ORGANIZATION, TITLE (Printed or typed)		SIGNATURE
REMARKS		

DD FORM 367 S/N 0102-LF-000-3670 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE GPO:1981-703:000/7364 2-1

Figure 3-1.--(DD 367) Permanent Release Order



STANDING OPERATING PROCEDURES FOR CORRECTIONAL CUSTODY

RECEIPT FOR PRISONER OR DETAINED PERSON		
RECEIVED FROM (Unit or Agency and Station)	TIME	DATE
LAST NAME - FIRST NAME - MIDDLE INITIAL	SSN	GRADE
ORGANIZATION	STATION	
OFFENSE		
PERSONAL PROPERTY		
REMARKS		
NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL (Typed or Printed)	SSN	GRADE
RECEIVING UNIT OR AGENCY AND STATION	SIGNATURE	

DD ^{FORM} 629
1 MAR 58
 S/N 0102-LF-000-6290

EDITION OF 1 MAR 52. IS OBSOLETE

Figure 3-2.--(DD 629) Receipt for Prisoner of Detained Person

